

MONTANA

Election Judge Training



Montana Secretary of State

Linda McCulloch

Elections and Government Services Division

sos.mt.gov

soselections@mt.gov



Montana Election Judge Training - Introduction

- This presentation will detail minimum requirements for election judge training.
- Why do we need minimum requirements?
 - To ensure uniform instruction and therefore uniform procedures at polling places.
 - To ensure that all voters in Montana are treated the same.



Montana Election Judge Training - Introduction

- How important are uniform polling place procedures?
 - As we saw in the 2008 election cycle, nationally there is more focus on what is happening at the polling place.
 - Training our judges on updated laws, rules, policies and procedures ensures they are prepared for challenges on election day.



Montana Election Judge Training - Introduction

- Election Judges and **CHANGE**
 - There are not many jobs that have gone through as much change as the job of election judge.
 - We can help election judges to be aware of changes and to be in compliance with changes with uniform training.



Montana Election Judge Training - Introduction

- The Trainer
 - Training Checklist – sample
 - Given potential trainees sufficient notice of training?
 - Notice given to political parties?
 - Training room reserved, unlocked?
 - Training room accessible?
 - Voting equipment available for training?
 - Have adequate chairs/lighting?
 - Need projection screen/projector/laptop/microphone?
 - Sign-in sheets/name tags?
 - Sufficient copies of training manual?
 - Checklist for trainees to sign off on?
 - Certificates of completion prepared?



Montana Election Judge Training

- Every 2 years, election administrators across the U.S. train more than 1.4 million citizens to serve as election judges.
- On Election Day, a citizen's right to cast a vote and have the vote count rests in the hands of **YOU – THE ELECTION JUDGES!**
- There is few jobs as critical to our democracy than the job of election judge.



Montana Election Judge Training

- This training is divided into several categories
 - Qualifications
 - Hours and Compensation
 - Before the Polls Open
 - Election Day at the Polling Place
 - Closing the Polls
 - Tabulating Results
 - Hand Counting Results
 - Special Situations



Montana Election Judge Training

By the time you have completed this comprehensive training, and have read and reviewed the **Election Judge Handbook**, you will be knowledgeable in all areas of election judge activity, and you will be able to **confidently** and **competently** do your job!



Montana Election Judge Training

QUALIFICATIONS AND COMPENSATION





Montana Election Judge Training

- Election Judge Qualifications
 - An election judge must be a registered elector of the county and precinct where serving
 - **exception: If the list of judges is insufficient, or a vacancy is being filled, a qualified elector from the county may be appointed to serve as an election judge.**
 - An election judge may not serve without a current certificate denoting completion of training from the election administrator (except in an emergency)



Montana Election Judge Training

- Election Judge Qualifications
 - In a precinct where a candidate's name appears on a ballot, an election judge may not be a candidate, spouse of a candidate, ascendant, descendent, brother, sister or spouse of any of those listed above
 - **exception: Candidates for precinct offices may serve as election judges.**



Montana Election Judge Training

- Hours and Compensation
 - Polling place judges work from the time in the morning set by the election administrator prior to the opening of polls, until the official close of the polls, and supplies are put away and delivered as directed by county election administrator.
 - For school elections the hours will vary. The individual school districts have the right to set the hours for the election.



Montana Election Judge Training

- Hours and Compensation
 - Election judges may not leave the premises where the polling place is located during the hours they are assigned to work.
 - exception: The election administrator may grant permission to leave, but only for illness or a family emergency.
 - exception: the election administrator has approved a split shift between two judges.



Montana Election Judge Training

- Hours and Compensation
 - Time of departure and reason for leaving shall be entered near the oath taken by the election judge.
 - The election administrator may appoint a judge to replace an excused judge, if time permits.
 - Election judges serving in a different precinct from the one in which they are registered may vote by absentee ballot
 - **exception: Two judges are allowed to leave the premises for curbside voting.**



Montana Election Judge Training

- Hours and Compensation
 - Tabulating or counting judges work from the time designated by the election administrator until all ballots are tabulated/counted, forms are completed and supplies are delivered to the election office (if applicable)
 - Tabulation or counting judges must be sequestered until the close of polls.



Montana Election Judge Training

- Hours and Compensation
 - Election judges are paid the prevailing federal or state minimum wage, whichever is greater, for the number of hours worked during the election, in addition to the number of hours spent at the instruction session.
 - Any election judge may be reimbursed for the actual expenses of transporting election materials.



Montana Election Judge Training

**BEFORE THE
POLLS OPEN**





Montana Election Judge Training

- Before the Polls Open
 - Chief election judges may be required to pick up supplies at the election office before going to the polls.
 - Judges shall meet at the polling place at the time specified by the election administrator, allowing for sufficient time to organize supplies, put up Warning Notices and Voting Instructions, and set up equipment (if not already done).



Montana Election Judge Training

- Before the Polls Open
 - Judges will subscribe to the official oath (located in the poll book).
 - The chief election judge can swear in all other judges in their precinct at the polling place
 - Chief election judges will be sworn in by the election administrator when they pick up supplies, or they may administer the oath to each other.



Montana Election Judge Training

- Before the Polls Open
 - Check the supplies and use the checklist provided by the election administrator (the checklist is also in the Election Judge Handbook)
 - ***Call the Elections office immediately if you are missing any supplies.***
 - Check the voting equipment, make sure it is **set-up, plugged in, properly sealed**, and ready for use.



Montana Election Judge Training

- Before the Polls Open
 - AutoMARKs
 - Make sure the AutoMARK is set up, plugged in, turned on and that the keys are removed and in the possession of the designated judge
 - Make sure the AutoMARK is set up so that voting on it can be done in private, and that there is a privacy shield around the screen
 - Insert the media card if it has not already been installed by the Election Administrator
 - **Place numbered seal over the media door and record #**



Montana Election Judge Training

- Before the Polls Open
 - AutoMARKs (cont)
 - Run several test ballots through the machine and verify that it is marking the ballot correctly
 - **MAKE SURE STUBS ARE REMOVED BEFORE BALLOT IS INSERTED INTO AUTOMARK!**
 - Throughout the day, have a judge responsible for periodically checking the AutoMARK by running a test ballot through it.



Montana Election Judge Training

- Before the Polls Open
 - AutoMARKs (cont)
 - If there are problems with the AutoMARK, contact the election administrator immediately
 - See [Troubleshooting Guide in Election Judge Handbook](#) (**always have this handy**)
 - If the problems cannot be resolved through troubleshooting techniques, see if there is a backup AutoMARK available, or if there is another polling place a voter may go to vote on a functioning AutoMARK



Montana Election Judge Training

- Before the Polls Open
 - AutoMARKs (cont)
 - See “Setup and Use of AutoMARK” section of the **Election Judge Handbook** for detailed instructions on setting up and using the AutoMARK
 - Refer to **Trainings** available from your election administrator including:
 - “**AutoMARK Pre-Election Day**”
 - “**Voting on an AutoMARK**”



Montana Election Judge Training

- Before the Polls Open
 - AutoMARKs (cont)
 - Some problems on Election Day at the polls will be avoided by having at least one person at each precinct or polling place that is familiar with the AutoMARK, and knows the basic troubleshooting
 - There is also a good video demonstration on the ES&S website:
 - http://www.essvote.com/HTML/fla/automark/automark_tour.html



Montana Election Judge Training

- Before the Polls Open
 - Check ballots to make sure that they are the correct ballots for your precinct
 - Chief Judge or Ballot Judge will verify **Official Ballot Report** with ballots delivered to polling place
 - **Notify the Election Administrator immediately** if number of ballots delivered does not match number on **Official Ballot Report**.



Montana Election Judge Training

- Before the Polls Open
 - Post Polling Place signs outside the polling place in conspicuous locations

➡ POLLING PLACE – VOTE HERE

- Post Precinct signs inside the polling place in conspicuous locations to direct the voter to the correct precinct.

➡ PRECINCT # 21



Montana Election Judge Training

- Before the Polls Open
 - Check the **Register** to make sure it is the correct register for your precinct
 - **If necessary, mark the Register** for any voter who voted absentee after the registers were printed
 - **All voters who were issued absentee ballots prior to printing of the registers will already be marked absentee**



Montana Election Judge Training

- Before the Polls Open
 - Set up polling place
 - Set up Precinct Table to include the following items:
 - **Register** - **Poll book**
 - **Ballots** - **Official ballot stamp & ink pad**
 - **Voter Information Pamphlets if applicable**
 - **Sealed Ballot Containers including unvoted ballot container for primary election and stub container.**
 - **Secrecy sleeves**
 - **Voter Registration cards**
 - **Forms including **Polling Place Elector ID** Form**
 - **Provisional envelopes and provisional ballot container**
 - **Other supplies as directed by election administrator**



Montana Election Judge Training

- Before the Polls Open
 - Set up Polling Place

SAMPLE BALLOT SAMPLE BALLOT SAMPLE BALLOT

GENERAL ELECTION BALLOT		
STATE OF MONTANA	COUNTY OF MISSOULA	NOVEMBER 3, 1998
VOTE IN ALL COLUMNS INSTRUCTIONS TO VOTERS To vote you must blacken this oval. Lines connected using only the pencil provided. STATE AND NATIONAL FOR PRESIDENT VICE PRESIDENT OF THE U.S. Vote for One Oval Blacken the oval before the name of the candidate for president and vice president of the party to vote for. The presidential election of this party. <input type="checkbox"/> BOB FROST, <small>Republican Party</small> <input type="checkbox"/> JAMES CAMPBELL, <small>Republican Party</small> <input type="checkbox"/> HARRY BROWNE, <small>Democratic Party</small> <input type="checkbox"/> JO JOHNSON, <small>Democratic Party</small> <input type="checkbox"/> BILL CLINTON, <small>Democratic Party</small> <input type="checkbox"/> AL GORE, <small>Democratic Party</small> <input type="checkbox"/> JIM DOLE, <small>Republican Party</small> <input type="checkbox"/> JACK KEMP, <small>Republican Party</small> <input type="checkbox"/> JOHN MACELINE, <small>Republican Party</small> <input type="checkbox"/> VINCENT "MIKE" B. HENNING, <small>Republican Party</small> <input type="checkbox"/> FOR U.S. SENATOR Vote for One <input type="checkbox"/> MAO BAUCUS, <small>Democratic Party</small> <input type="checkbox"/> STEPHEN HEINTZ, <small>Republican Party</small> <input type="checkbox"/> DENNIS BERNBERG, <small>Republican Party</small> <input type="checkbox"/> BARRY BLANK, <small>Republican Party</small> <input type="checkbox"/> FOR U.S. REPRESENTATIVE Vote for One <input type="checkbox"/> BILL YELLOWTAIL, <small>Democratic Party</small> <input type="checkbox"/> JIM BROOKS M.D., <small>Republican Party</small> <input type="checkbox"/> RICK HILL, <small>Republican Party</small> <input type="checkbox"/> VOTE IN NEXT COLUMN	FOR GOVERNOR LT. GOVERNOR Vote for One Oval <input type="checkbox"/> MARK BLANCHARD, <small>Republican Party</small> <input type="checkbox"/> JUST MARTY, <small>Republican Party</small> <input type="checkbox"/> CHET BLANCHARD, <small>Republican Party</small> <input type="checkbox"/> JUST JACOBSON, <small>Republican Party</small> <input type="checkbox"/> FOR SECRETARY OF STATE Vote for One <input type="checkbox"/> MARTHA (MAO) MRS. TUCKER, <small>Republican Party</small> <input type="checkbox"/> MIKE GOODY, <small>Democratic Party</small> <input type="checkbox"/> ATTORNEY GENERAL Vote for One <input type="checkbox"/> JOSEPH F. MAZUREK, <small>Democratic Party</small> <input type="checkbox"/> LARRY L. BARR, <small>Republican Party</small> <input type="checkbox"/> FOR STATE AUDITOR Vote for One <input type="checkbox"/> MARK O'NEILL, <small>Democratic Party</small> <input type="checkbox"/> JOHN LARSON, <small>Republican Party</small> <input type="checkbox"/> FOR PUBLIC SERVICE COMMISSIONER, DISTRICT 85 Vote for One <input type="checkbox"/> BOB BOWE, <small>Democratic Party</small> <input type="checkbox"/> FOR STATE SUPERINTENDENT OF PUBLIC INSTRUCTION Vote for One <input type="checkbox"/> PHILIP A. ZEMKE, <small>Republican Party</small> <input type="checkbox"/> WAYNE BUCHANAN, <small>Republican Party</small> <input type="checkbox"/> NANCY KEENAN, <small>Republican Party</small> <input type="checkbox"/> VOTE IN NEXT COLUMN	FOR SUPREME COURT JUSTICE, NUMBER 5 Shall Supreme Court Justice Jim Nelson of the Supreme Court, Term Number 5 of the State of Montana be retained in office for another term? <input type="checkbox"/> YES <input type="checkbox"/> NO Shall the oval before the word "YES" be blackened if the justice is to remain in office. Blacken the oval before the word "NO" if you do not wish the justice to remain in office. FOR SUPREME COURT JUSTICE, NUMBER 6 Vote for One <input type="checkbox"/> JIM BEIGER, <small>Republican Party</small> <input type="checkbox"/> CHARLES E. "CHIP" ERMANN, <small>Republican Party</small> <input type="checkbox"/> AREA RESERVED FOR STATE SENATOR & STATE REPRESENTATIVE RACES SEE LAST (BACK) PAGE FOR COMPLETE LIST OF CANDIDATES FOR EACH DISTRICT. COUNTY FOR CLERK OF DISTRICT COURT Vote for One <input type="checkbox"/> KATHLEEN D. BREUER, <small>Democratic Party</small> <input type="checkbox"/> FOR COUNTY COMMISSIONER, COMMISSIONER DIST. #1 Vote for One <input type="checkbox"/> BRADSHAW FRANK, <small>Republican Party</small> <input type="checkbox"/> ROGER BERGMAN, <small>Democratic Party</small> <input type="checkbox"/> VOTE ON OTHER SIDE

Post Sample Ballots in conspicuous locations

Montana Election Judge Training

- Before the Polls Open
- **Set up Polling Place**

Post Montana Voter Information and Warning Notices in conspicuous locations

MONTANA VOTER INFORMATION

This information must be publicly posted in each voting station and elsewhere in each polling place on Election Day.

HELP AMERICA VOTE ACT AND STATE LAW VOTING INFORMATION REQUIREMENTS:

Date and Time of Election:

ID; under state law, all other voters are required to show ID as well.)

This ID can be any current photo ID that shows your name (for example, a driver's license, school ID, state ID, or tribal ID) or a current utility bill, bank statement, paycheck, voter confirmation notice, government check or other government document that shows your name and current address.

If you forget your ID, you have many options. You can return to the polls when you have it, or fill out a polling place elector ID form, or vote a provisional ballot, which will be counted if your identity can be verified.

After you have shown ID and your eligibility to vote has been verified, you will sign the register and be provided an official,

Voting Instructions:

When you enter your polling place, an election judge will greet you, ask your name, and determine whether you are registered to vote in that precinct. He or she will also ask you to show ID. (Under federal law, all mail-in registrants and first-time voters must show

WARNING

The sections of law printed below list specific conduct or actions which may cause an elector to be subject to criminal prosecution. This is not intended to be a complete printing of all laws pertaining to election violations. By law, this warning notice must be posted in conspicuous places in the polling place.

INFORMATION ON STATE LAWS REGARDING PROHIBITIONS ON ACTS OF FRAUD AND MISREPRESENTATION:

13-35-201. Electors and ballots. (1) An elector may not show the contents of his ballot to anyone after it is marked. No elector may place any mark upon the ballot by which it may be identified as the one voted by him. (2) An elector may not receive a ballot from any person other than an election judge and may not vote any ballot except one received from an election judge. No person other than an election judge may deliver a ballot to an elector.

(3) No person may solicit an elector to show his ballot after it is marked. (4) An elector who does not vote a ballot delivered to him shall, before leaving the polling place, return the ballot to an election judge.

13-35-202. Conduct of election officials and election judges. An election officer or judge of an election may not: (1) deposit in a ballot box a paper ballot that is not marked as official; (2) examine an elector's ballot before putting the ballot in the ballot box; (3) look at any mark made by the elector upon the ballot;

(4) make or place any mark or device on any ballot with the intent to ascertain how the elector has voted; (5) allow any individual other than the elector to be present at the marking of the ballot except as provided in 13-15-118 and 13-15-119; or (6) make a false statement in a certificate regarding affirmation.

13-35-206. Injury to election equipment, materials, and records. A person is guilty of criminal mischief or tampering with public records and information, as appropriate, and is punishable as provided in 45-6-101 or 45-7-203, as applicable, whenever the person: (1) prior to or on election day, knowingly defaces or destroys any list of candidates posted in accordance with the provisions of the law;

(2) during an election: (a) removes or defaces instructions for the voters; or (b) removes or destroys any of the supplies or other communications placed in the voting station for the purpose of analyzing a voter to pressure the voter's ballot;

(3) removes any ballots from the polling place before the closing of the polls with the purpose of changing the result of the election; (4) carries away or destroys any poll lists, checklists, ballots, ballot boxes, or other

equipment for the purpose of disrupting or interfering with an election;

(5) knowingly defames, mutilates, alters, or destroys any election records;

(6) mutilates, seizes, destroys, or alters election records, except as provided by law;

(7) tampers with, disarranges, defaces, injures, or impairs a voting system with the intent to alter the outcome of an election;

(8) mutilates, injures, or destroys a ballot or appliance used in connection with a voting system; or

(9) fraudulently defaces or destroys a declaration or certificate of nomination.

13-35-211. Electioneering - soliciting information from electors. (1) A person may not do any electioneering on election day within any polling place or any building in which an election is being held or within 100 feet of any entrance to the building in which the polling place is located, which aids or promotes the success or defeat of any candidate or ballot issue to be voted upon at the election.

(2) A person may not buy, sell, give, wear, or display at or about the polls on an election day any badge, button, or other insignia which is designed or tends to aid or promote the success or defeat of any candidate or ballot issue to be voted upon at the election.

(3) A person within a polling place or any building in which an election is being held may not solicit from an elector, before or after the elector has marked a ballot and returned it to an election judge, information as to whether the elector intends to vote or has voted for or against a candidate or ballot issue.

13-35-214. Illegal influence of voters. No person, directly or indirectly, by himself or by any other person on his behalf, for any election, to or for any person on behalf of any elector or to or for any person, in order to induce any elector to vote or refrain from voting or to vote for or against any particular candidate, political party ticket, or ballot issue, may:

(1) give, lend, agree to give or lend, offer, or promise any money, liquor, or valuable consideration or promise or endeavor to procure any money, liquor, or valuable consideration;

(2) promise to appoint another person or promise to secure or aid in securing the appointment, nomination, or election of another person to a public or private position or employment or to a position of honor or authority; or

(3) induce any elector to vote or refrain from voting or to vote for or against any particular candidate, political party ticket, or ballot issue, except that he may publicly announce or define what is his choice or purpose in relation to an election in which he may be called to take part if elected.

13-35-217. Officers not to influence voter. No officer, while acting in his official capacity, may, by menace, reward, or promise of reward, induce or attempt to induce any elector to cast a vote contrary to his original intention or desire.

13-35-218. Coercion or undue influence of voters. (1) No person, directly or indirectly, by himself or any other person in his behalf, in order to induce or compel a person to vote or refrain from voting for any candidate, the issue of any political party, or any ballot issue before the people, may:

(a) use or threaten to use any force, coercion, violence, restraint, or undue influence against any person; or

(b) inflict or threaten to inflict, by himself or any other person, any temporal or spiritual injury, damage, harm, or loss upon or against any person.

(2) No person who is a minister, preacher, priest, or other church officer or who is an officer of any corporation or organization, religious or otherwise, may, by persuasion, or command any voter to vote or refrain from voting for or against any candidate, political party ticket, or ballot issue submitted to the people because of his religious duty or the interest of any corporation, church, or other organization.

(3) No person may, by abduction, duress, or any fraudulent contrivance, impede or prevent the free exercise of the franchise by any voter at any election or thereby compel, induce, or prevail upon any elector to give or to refrain from giving his vote at any election.

(4) No person may, in any manner, interfere with a voter lawfully exercising his right to vote at an election so as to prevent the election from being fairly held and lawfully conducted.

(5) No person on election day may obstruct the doors or entries of any polling place or engage in any solicitation of a voter within the polling place or at any place or elsewhere in any manner which in any way interferes with the election process or obstructs the access of voters to or from the polling place.

INFORMATION ON FEDERAL LAWS REGARDING PROHIBITIONS ON ACTS OF FRAUD AND MISREPRESENTATION:

Federal authorities may become involved in election fraud or misrepresentation issues when a state prosecutor asks for federal assistance or when allegations arise that criminal vote fraud has occurred in a federal election. If you have information about vote fraud, contact the nearest office of the FBI or your local U.S. Attorney's office.



- Before the Polls Open
 - **Set up Voting Booths**

[illegible]

MONTANA VOTER INFORMATION

This information must be publicly posted
in each voting station and elsewhere
in each polling place on Election Day.

**HELP AMERICA VOTE
ACT AND STATE LAW
VOTING INFORMATION
REQUIREMENTS:**

Date and Time of Election:

ID; under state law, all other voters are required to show ID as well.)

This ID can be any current photo ID that shows your name (for example, a driver's license, school ID, state ID, or tribal ID) or a current utility bill, bank statement, paycheck, voter confirmation notice, government check or other government document that shows your name and current address.

If you forget your ID, you have many options. You can return to the polls when you have it, or fill out a polling place elector ID form, or vote a provisional ballot, which will be counted if your identity can be verified.

After you have shown ID and your eligibility to vote has been verified, you will sign the register and be provided an official,

When you enter your polling place, an election judge will greet you, ask your name, and determine whether you are registered to vote in that precinct. He or she will also ask you to show ID. (Under federal law, all mail-in registrants and first-time voters must show

Voting Instructions:

Post a Sample
Ballot and a
“Montana Voter
Information”
notice in each
booth



Montana Election Judge Training

- Before the Polls Open
 - Sample Ballots
 - A sufficient number of sample ballots should be provided by the election administrator
 - If they are not:
 - Take a ballot from the bottom of the stack
 - Remove stub
 - Write “SAMPLE” across the ballot in black or red marker



Montana Election Judge Training

- Before the Polls Open
 - The Election Administrator may provide a manual or specialized training for each type of judge (if applicable):
 - Ballot Judge Resolution Board
 - Poll Book Judge Write-In Board
 - Register Judge Absentee Board
 - Provisional Judge Tabulating/Counting Judge
 - Review [Election Judge Handbook and specific Manual](#) (if provided).
 - Review [“Polling Place Procedure Guidelines”](#) included in Election Judge Handbook.



Montana Election Judge Training

ELECTION DAY AT THE POLLING PLACE





Montana Election Judge Training

THIS IS IT!

All of the training, testing, reviewing, and practicing comes down to this day – the day when voters from all over the nation go to their polling place to cast a ballot!





Montana Election Judge Training

- **Election Day at the Polling Place**

- **Opening the Polls**

- The Chief Election Judge or Polling Place Manager will proclaim the opening of the polls aloud at the time set for opening
 - Polls in Montana must open at **7:00 a.m.** for elections, unless the polling place has **fewer than 400 voters**, in which case it may open at noon



Montana Election Judge Training

- Election Day at the Polling Place
 - This section will explain the specific duties of polling place judges
 - **Chief Judge or Polling Place Manager**
 - **Register Judge**
 - **Poll Book Judge**
 - **Ballot Judge**
 - **M100 or ballot box judge (this may be combined with the Ballot Judge)**
 - **Provisional Judge**



Montana Election Judge Training

- Election Day at the Polls
 - Chief Election Judge / Polling Place Manager
 - These duties are prescribed by the Election Administrator and may include the following:
 - Swear in other judges in precinct/polling place
 - Check seals on voting equipment
 - Sign Official Ballot Report form
 - Direct placement of instructions and signs
 - Monitor traffic flow, supplies, troubleshoot
 - Periodically check booths and equipment



Montana Election Judge Training

- Election Day at the Polling Place
 - Register Judge
 - Ask elector to see ID (ID can be any photo ID)
 - Instruct the elector to state name
 - Locate elector in Register and ask them to state their address
 - Have elector sign the Register on the designated line
 - **NOTE: it is important to make sure the elector signs in the correct space. If he/she signs in the wrong space and it is not caught, the voter may not get appropriate voting credit.**
 - Announce the elector's name loud enough to be heard by any poll watchers



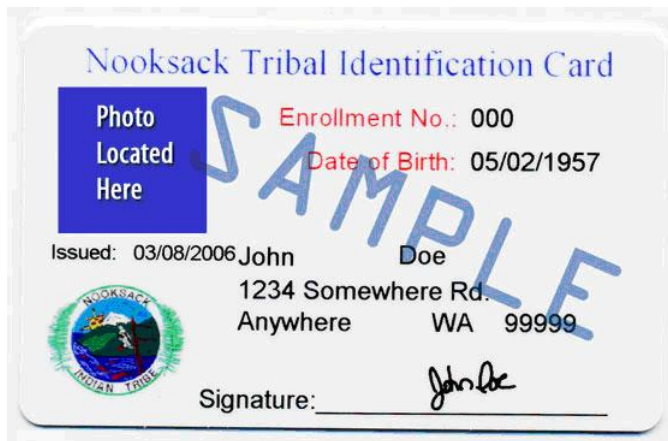
Montana Election Judge Training

- Election Day at the Polling Place
 - Register Judge (cont)
 - If the elector's name does not appear in the Register (this may be handled by Provisional Judge)
 - Check the countywide VR list to see if he/she is in the wrong precinct
 - Call the election office to see if they can resolve why he/she is not listed
 - If the elector says he registered with the MVD office, call the election office and they can check with MVD
 - If it is confirmed by the election office that the elector was erroneously omitted from the Register, have the elector sign the “Erroneous Omission” form and have them sign the Register and attach the form to the Register.



Montana Election Judge Training

- Election Day at the Polling Place
 - Register Judge (cont)
 - Appropriate ID
 - Any photo ID with elector's name may be used
 - ***Photo ID does not have to be a Montana driver's license***





Montana Election Judge Training

- Election Day at the Polling Place
 - Register Judge (cont)
 - Appropriate ID – if elector does not have photo ID
 - the elector shall present a current utility bill, bank statement, paycheck, notice of confirmation of voter registration, government check, or other government document that shows the elector's name and current address.
 - NOTE: if address is different than the address in the Register, elector should fill out a new VR card, but may vote one time at the precinct of the old address.



Montana Election Judge Training

- Election Day at the Polling Place
 - Register Judge (cont)
 - If elector does not have a photo ID or one of the documents specified:
 - Offer the “Polling Place Elector ID” form (may be handled by Provisional Judge)
 - » If elector fills out Polling Place Elector ID form, call the election office to verify the DL# or partial SS#
 - » If number is verified by election office, voter may vote a regular ballot (voter retains form)



Montana Election Judge Training

- Election Day at the Polling Place
 - Register Judge (cont)
 - If the elector chooses not to fill out the Polling Place Elector ID form, or if the information on the form is not verified, send elector to Provisional Judge
 - » Elector votes a provisional ballot and has until 5:00 p.m. the day after the election to present ID to the election office



Montana Election Judge Training

- Election Day at the Polling Place
 - Poll Book Judge
 - After the Register Judge has processed the elector, write the elector's name in the Poll Book, last name first, beside the appropriate ballot number provided by the Ballot Judge
 - Ensure that the number on the next ballot stub is the same as the number in the poll book
 - If a ballot number is missing from the ballot, or if the ballot is voided, clearly mark it in the poll book
 - **At the end of the day, the poll book must be reconciled to the number of ballots issued, so it is important to pay close attention to the ballot numbers.**



Montana Election Judge Training

- Election Day at the Polling Place
 - Poll Book Judge (cont)
 - If there is early pickup of ballots for counting, additional poll books will be needed.
 - Make sure you start subsequent poll books (after early pickup) on the correct line.
 - Make sure all judges sign the poll books before each pickup.
 - Complete your portion of the ballot reconciliation report before turning poll book over to counting judges.



Montana Election Judge Training

- Election Day at the Polling Place
 - Ballot Judge
 - Give next ballot # to Poll Book Judge.
 - Stamp the ballot with the official ballot stamp.
 - Make sure no part of the stamp appears on the stub.
 - Demonstrate to the elector the procedure to place voted ballot in secrecy sleeve.
 - Instruct elector to return ballot to the appropriate judge.
 - When elector returns with ballot, remove stub from ballot and place in stub box.
 - Place voted ballot into ballot box in a way that prevents you from seeing the ballot.



Montana Election Judge Training

- Election Day at the Polling Place
 - **Ballot Judge** (cont)
 - If a Primary Election:
 - The elector is given one ballot for each Party.
 - » Make sure the numbers on each Party ballot match.
 - Instruct the elector to vote only one Party Ballot and to return both ballots to you, designating which one is the voted ballot.
 - » The unvoted ballot goes in the stub box (or the unvoted ballot box, depending on your set-up).



Montana Election Judge Training

- Election Day at the Polling Place
 - Ballot Judge (cont)
 - Spoiled Ballot - If an elector spoils or damages his ballot, a new ballot must be provided to them upon request.
 - The Poll Book Judge must be notified to designate the spoiled ballot in the Poll Book.
 - The elector's name should be written in the poll book again, beside the new ballot number.
 - The elector should write "spoiled" on the ballot, and the ballot judge may write "spoiled" on the stub.
 - The spoiled ballot should be deposited in the designated container and the spoiled stub in the stub box.



Montana Election Judge Training

- Election Day at the Polling Place
 - Ballot Judge (cont)
 - Absentee Ballots
 - Absentee ballots may be dropped off at any polling place on election day
 - In a county that does not do central count, **absentee ballots dropped off at the wrong precinct must be treated as provisional ballots** (send voter to provisional judge)
 - In a county that does do central counting, **absentee ballots dropped off at the wrong precinct will be sent to the central count location and handled there as they normally would, so the ballot is handled as a regular one**



Montana Election Judge Training

- Election Day at the Polling Place
 - M100 Judge (may be ballot judge)
 - Receive ballot from elector, removes stubs
 - Stubs (and unvoted ballot in Primary) go into stub container or other designated container
 - Instruct elector how to insert ballot into M100
 - Instruct elector to watch the number on scanner change to ensure that ballot was accepted
 - Assist elector if scanner reports an error
 - » See M100 Troubleshooting guide in Election Judge Handbook (have guide handy)
 - » Do not look at elector's ballot while assisting



Montana Election Judge Training

- Election Day at the Polling Place
 - Provisional Judge
- If elector did not have ID, explain the option to use the **Polling Place Elector ID form**.
 - If ID number is verified by election office, mark “approved” on the ID form and send form and elector back to ballot judge to vote a **regular ballot**.
 - If ID number cannot be provided, or if it cannot be verified:
 - Provide elector with **Provisional Instructions** and review with them.
 - Assist elector with filling out the **Provisional Checklist** on the **Outer Envelope** and fill out the election judge portion.
 - Send elector back to the register judge with provisional envelope to complete process and be issued a ballot.



Montana Election Judge Training

- Election Day at the Polling Place
 - **Provisional Judge** (cont)
 - If elector has been issued an absentee ballot and claims that it was not received, or was lost or destroyed
 - Provide elector with **Provisional Instructions** and **review with them.**
 - Assist elector with filling out the **Provisional Outer Envelope** and fill out the election judge portion.
 - Send elector back to the register judge with provisional envelope to complete process and be issued a ballot.



Montana Election Judge Training

- Election Day at the Polling Place
 - **Provisional Judge** (cont)
 - If elector is being challenged by another elector
 - If challenge cannot be resolved immediately (see Challenge section of Election Judge Handbook).
 - » Provide elector with **Provisional Instructions** and **review with them.**
 - » Assist elector with filling out the **Provisional Outer Envelope** and fill out the election judge portion.
 - » Send elector back to the register judge with provisional envelope to complete process and be issued a ballot.



Montana Election Judge Training

- Election Day at the Polling Place
 - **Provisional Judge** (cont)
 - Make sure elector has completed all provisional materials and has signed the **Provisional Envelope**
 - Make sure ballot judge returns voted provisional ballots to you to place in container marked **“unverified provisional ballots”**



Montana Election Judge Training

- Election Day at the Polling Place
 - **Provisional Judge** (cont)
 - If elector resolves the provisional ballot before the polls close
 - Retrieve the provisional envelope from the unverified container.
 - Mark the envelope to indicate the ballot was resolved.
 - Give the envelope to the elector and send back to ballot judge.
 - Ballot judge will instruct elector to enter booth and remove ballot from provisional envelope.
 - » Elector will insert ballot into M100 or ballot judge will place in ballot box.
 - » Provisional envelope will be placed in container marked **“verified provisional ballots”**.



Montana Election Judge Training

- Election Day at the Polling Place
 - Other Polling Place Activities
 - Poll watchers
 - Poll watchers have a right to be at the polling place.
 - The Chief Election Judge or Polling Place Manager should set up space for the poll watchers where they will not interfere with the election process, but where they will be able to hear the election judge announce an elector's name.
 - A poll watcher has the right to request that the name of an elector be repeated if they did not hear it the first time.
 - See the “[Polling Place Procedures](#)” section of the Election Judge Handbook for detailed information about poll watchers.



Montana Election Judge Training

- Election Day at the Polling Place
 - Other Polling Place Activities
 - Petition Signature Gatherers
 - Signature gatherers have a right to be present at the polling place.
 - The Chief Election Judge or Polling Place Manager should set up space for signature gatherers where they will not obstruct the voting process.
 - See the [Election Judge Handbook](#) for detailed information on how to handle both poll watchers and signature gatherers at the polling place on election day.



Montana Election Judge Training

- Election Day at the Polling Place
 - Miscellaneous
 - Check voting booths periodically to make sure instructions and sample ballots are up, that ballot marking tool is in booth, and that no one has left anything or marked anything in the booth
 - Wipe any equipment or voting supplies with alcohol-based wipes periodically, and more often if there is a health-related reason



Montana Election Judge Training

CLOSING THE POLLS





Montana Election Judge Training

- Closing the Polls
 - If everyone who was in line at the polling place at 8:00 p.m. has voted, **proclaim aloud the closing of the polling place.**
 - Make sure that an election judge or official is present to ensure that the last person in line is allowed to vote, and that no one who appears after 8:00 is allowed to get in line and vote.



Montana Election Judge Training

- Closing the Polls
 - Polling Place Manager or Chief Judge is responsible for closing the M100s and delivering the memory card, absentee ballots, and provisional ballots to the Election Office or Counting Center (2 judges at all times).
 - Judges will remove ballots from M100 and place in boxes provided for them. They must be sealed and secured for transport to the Election Office or Counting Center.



Montana Election Judge Training

- Closing the Polls
 - Fill out the back of the poll book (this should be done at the time of each pick-up of ballots if early pickup is occurring) AND SIGN.
 - Fill out timesheets and sign, make sure they go into correct envelope that is not sealed.
 - Take down instructions, warning posters, etc. as instructed by Election Administrator.
 - Closing duties will vary by county, so make sure you follow specific instructions for your county.



Montana Election Judge Training

- Closing the Polls
 - Place supplies, ballots, stubs, etc. into correct envelope – follow instructions on envelopes.
 - Seal envelope with official seal AND SIGN.
 - **NOTE: do not put timesheets in envelope that is sealed. Sealed envelopes cannot be opened except as provided by law.**

NOTE--It is a Felony to Forge or Alter this Seal, or Alter this Seal, or for Any Person to Break This Seal Contrary to Law.

OFFICIAL SEAL

OF THE BOARD OF JUDGES AND CLERKS OF ELECTION. Pet No. _____

_____, Judge

_____, Judge

_____, Judge

_____, Judge

_____, Judge

In the County of Missoula Montana, held on the _____ day of _____, 199____.

NOTE-The Judges and Clerks should not sign this seal until just before using it.



Montana Election Judge Training

- Closing the Polls
 - If instructed to do so by Election Administrator make sure you:
 - Have polling place picked up and all supplies removed.
 - Turn out all lights
 - Lock doors.



Montana Election Judge Training

MACHINE TABULATING BALLOTS





Montana Election Judge Training

- Machine Tabulating Ballots
 - The Election Administrator will train the appropriate judges on the tabulation equipment.
 - Detailed instructions on the M100 and the M650 tabulators can be found in the [Election Judge Handbook](#).
 - Get familiar with the equipment if you are a judge that will be working with it!



Montana Election Judge Training

- Machine Tabulating Ballots
 - If count begins before the polls close **COUNTING BOARD AND ANY OBSERVERS MUST BE SEQUESTERED UNTIL POLLS ARE CLOSED.**
 - Once tabulation starts, **it must continue without adjournment until it is completed.**
 - Immediately after each pickup of ballots, reconcile the poll book with the number of ballots to be counted.
 - If number of ballots cannot be reconciled with poll book, state reason you think they don't reconcile and have all counting judges sign the Ballot Reconciliation Report.



Montana Election Judge Training

- Machine Tabulating Ballots
 - Remove each absentee secrecy envelope to determine if there is more than one ballot for each election in the envelope
 - If more than one ballot for each election is in the envelope, **the ballots must be rejected if you cannot determine for certain that only one ballot has been marked.**
 - Deliver to Absentee Counting Board if one has been appointed, otherwise to the regular counting board.



Montana Election Judge Training

- Machine Tabulating Ballots
 - Check ballots for official stamp
 - If official stamp is missing, ballot must be rejected UNLESS:
 - It is determined that the stamp is missing due to election official error.
 - » Ballot should be marked “unstamped by error” and all judges must initial.
 - If 2 or more ballots are folded together, set aside to compare with total number of ballots in pollbook.
 - If majority of judges agree that the folded ballots are from one voter they must be rejected, unless it can be determined that only one ballot is marked.



Montana Election Judge Training

- Machine Tabulating Ballots
 - M100 Tabulation
 - See [Election Judge Handbook](#) for detailed M100 instructions.
 - Seal ballots in appropriate envelope/container for delivery to Election Office or Counting Center.
 - Fill out timesheets and place in appropriate envelope. [Note: do not seal envelop.e!](#)
 - Place signed and reconciled poll book and any other supplies in appropriate envelope and seal.
 - Sign all official seals and complete seal log.



Montana Election Judge Training

- Machine Tabulating Ballots
 - M650 Tabulation
 - Note: Tabulation Boards will vary depending on the county. Please see Election Judge Handbook for information on types of boards and for detailed duties.
 - Follow steps in slides #73- 75 and:
 - Upon receipt of ballot case, remove ballots after verifying seal # and signing seal log.
 - Inspect ballots for damage and ragged edges.
 - Deliver any ballots that you determine need to be duplicated to the designated area for duplication.



Montana Election Judge Training

- Machine Tabulating Ballots
 - M650 Tabulation (cont)
 - See the [Election Judge Handbook](#) and specific manuals prepared by your election administrator for detailed information on tabulating votes with the M650.
 - Repeat pre-election ballot count test, results from election night must match pre-election results.
 - Zero totals, print zero report.
 - Turn on overvote and write-in switches.
 - When scanning ballots, put ballots not accepted by scanner into appropriate basket and deliver to boards.



Montana Election Judge Training

- Machine Tabulating Ballots
 - M650 Tabulation (cont)
 - After each precinct is scanned, take ballots to appropriate board for sealing.
 - After all ballots are scanned, run resolution ballots through the scanner.
 - Attach the computer tape having precinct totals to the appropriate precinct election results.
 - Post results at counting center.



Montana Election Judge Training

- Machine Tabulating Ballots
 - Fill out timesheets and place in appropriate envelope. **Note: do not seal envelope!**
 - Place signed and reconciled poll book and any other supplies in appropriate envelope and seal.
 - Ensure all judges sign appropriate official seals.



Montana Election Judge Training

HAND COUNTING BALLOTS





Montana Election Judge Training

- Hand Counting Ballots
 - If hand count begins before the polls close
COUNTING BOARD AND ANY OBSERVERS MUST BE SEQUESTERED UNTIL POLLS ARE CLOSED.
 - Once counting starts, it must continue without adjournment until it is completed.
 - Immediately after each pickup of ballots, reconcile the poll book with the number of ballots to be counted.
 - If number of ballots cannot be reconciled with poll book, state reason you think they don't reconcile and have all counting judges sign the Ballot Reconciliation Report.



Montana Election Judge Training

- Hand Counting Ballots

- Remove each absentee secrecy envelope to determine if there is more than one ballot for each election in the envelope.
 - If more than one ballot for each election is in the envelope, the ballots must be rejected unless it can be determined that only one ballot is marked.
- Deliver to Absentee Counting Board if one has been appointed, otherwise to the regular counting board.



Montana Election Judge Training

- Hand Counting Ballots

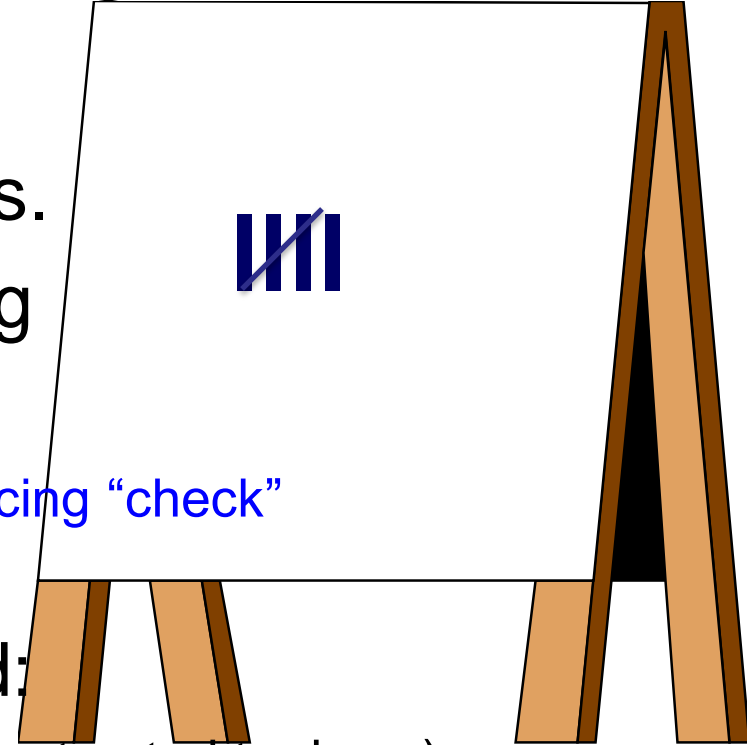
- Check ballots for official stamp

- If official stamp is missing, ballot must be rejected UNLESS:
 - It is determined that the stamp is missing due to election official error.
 - » Ballot should be marked “unstamped by error” and all judges must initial.
 - If 2 or more ballots are folded together, set aside to compare with total number of ballots in pollbook.
 - If majority of judges agree that the folded ballots are from one voter they must be rejected, unless it can be determined that only one ballot is marked.



Montana Election Judge Training

- Hand Counting Ballots
 - One person reads the votes.
 - Two people tally by marking 5 ticks per square.
 - It is helpful to reconcile by announcing “check” after each 5th tick.
 - When all votes are counted:
 - call in results to Election Office (if instructed to do so).
 - post results at location where counting is taking place.





Montana Election Judge Training

- Hand Counting Ballots
 - Seal ballots in appropriate envelope/container for delivery to Election Office.
 - Fill out timesheets and place in appropriate envelope. **Note: do not seal envelope!**
 - Place signed and reconciled poll book and any other supplies in appropriate envelope and seal.
 - Sign all official seals.



Montana Election Judge Training

SPECIAL SITUATIONS





Montana Election Judge Training

- Special Situations
 - Some of the special situations elections judges may encounter are included in this section:
 - **Assisting Voters with Disabilities**
 - **Challenges**
 - **Disasters – Natural, Health Related, Other**
 - **Electioneering**
 - **Equipment Problems**
 - **Write-Ins**
 - **What NOT to do**



Montana Election Judge Training

- Special Situations
 - See “[Polling Place Procedures](#)” section of Election Judge Handbook for detailed information about numerous special situations that may occur at the polling place on Election Day.



Montana Election Judge Training

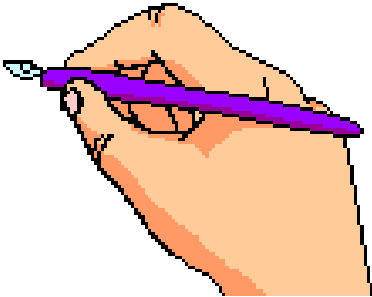
- Special Situations
 - **Assistance for Voters with Disabilities**
 - There are several situations that may require election judge assistance for disabled voters:
 - **Elector Unable to Sign Register.**
 - **Elector Unable to Enter Polling Place (Curbside Voting).**
 - **Elector Requesting Assistance with Marking their Ballot.**
 - **AutoMARK Voter Assist Terminal.**



Montana Election Judge Training

- Special Situations
 - **Assistance for Voters with Disabilities**
 - Voter Unable to Sign Register

An elector unable to sign his/her name cannot be denied the right to vote because of an inability to sign the precinct register/poll book.



An agent who has been designated on a prescribed form by an elector to sign for the elector may sign anywhere that an elector would normally be required to sign.

Some notation must be made in the precinct register on the signature line for an elector who is unable to sign.



Montana Election Judge Training

- Special Situations

- Assistance for Electors with Disabilities

- Ask the elector to make a mark of some sort on the signature line by his/her name. Unless the elector objects, the best mark would be a thumb print or fingerprint from the voter. The judges should enter a notation next to the fingerprint that the elector was unable to sign the register.

MISSOULA - He & Clark School
C421 City Prim. 42
09/11/2001

Printed 09/11/2001 12:06 PM

Line # Status	Birthdate	Name and Address	Party Ballot Style Precinct	Signature On File
1025 A	01/01/1901	YORK, MARGARET L 508 Westview, Apt 4B MISSOULA MT 59803	42	X _____ Signature 180020413
1026 A	11/14/1977	YOUNG, MICHAEL D, JR 512 Pottas Canyon Rd MISSOULA MT 59803	42	X _____ Signature 187000941
1027 A	03/15/1954	ZAK, EILEEN CS 515 Pottas Canyon Rd MISSOULA MT 59803	42	X <i>Eileen CS</i> Signature 180001981
1028 A	07/12/1945	ZAK, MICHAEL I 515 Pottas Canyon Rd MISSOULA MT 59803	42	X <i>Michael I Zak</i> Signature 180001982
1029 A	08/01/1955	ZELTINGER, DONNA M 117 Tahoma MISSOULA MT 59803	42	X _____ Signature 172002030
1030 A	09/14/1935	ZELTINGER, MICHAEL D 117 Tahoma MISSOULA MT 59803	42	X _____ Signature 171002095

Unable to sign



Montana Election Judge Training

- Special Situations

- Assistance to Electors with Disabilities

- The judges must enter on the signature line by the voter's name the a notation similar to the words "Voter unable to sign register" and the time of day this individual voted.

MISSOULA - Jis & Clark School
C421 City Prim. 42
09/11/2001

Printed 09/11/2001 12:06 PM

Line # Status	Birthdate	Name and Address	Party Ballot Style Precinct	Signature On File
1025 A	01/01/1991	YORK, MARGARET L 508 Westview, Apt 4B MISSOULA MT 59803	42	X _____ Signature 150000413
1026 A	11/14/1977	YOUNG, MICHAEL D, JR 512 Palise Canyon Rd MISSOULA MT 59803	42	X _____ Signature 197000841
1027 A	03/15/1954	ZAK, EILEEN CS 515 Palise Canyon Rd MISSOULA MT 59803	42	X <i>Eileen CS Zak</i> Signature 190001981
1028 A	07/12/1946	ZAK, MICHAEL I 515 Palise Canyon Rd MISSOULA MT 59803	42	X <i>Michael I Zak</i> Signature 190001982
1029 A	08/01/1935	ZELTWINGER, DONNA M 117 Teldine MISSOULA MT 59803	42	Not able to sign voted 10:15 a.m. vms Signature 172002030
1030 A	09/14/1935	ZELTWINGER, MICHAEL D 117 Teldine MISSOULA MT 59803	42	X _____ Signature 171002096



Montana Election Judge Training

- Special Situations
 - **Assistance for Voters with Disabilities**
 - Voter Unable to Enter Polling Place
 - Two judges from different Political Parties will take a blank ballot and a “**Oath of Elector Unable to Enter Polling Place**” form outside the polling place to the elector.
 - Elector will sign oath and 2 judges will witness.
 - After elector shows appropriate ID, allow to vote.
 - Have elector put ballot(s) in secrecy sleeve for transport back into polling place.



Montana Election Judge Training

- Special Situations
 - Assistance for Voters with Disabilities
 - Curbside Voting (cont)
 - Deliver ballot (in secrecy sleeve) to ballot judge.
 - Ballot Judge shall announce “a ballot offered by (name of elector), a voter physically unable to enter the polling place. Does anyone object to the reception of the ballot?”.
 - If no objections, place ballot in ballot box, mark register and poll book.
 - Both judges assisting elector must sign register.



Montana Election Judge Training

- Special Situations
 - **Assistance for Voters with Disabilities**
 - Voter Requesting Assistance with Marking Ballot
 - Upon request from an elector, two judges from different Political Parties should assist: one to mark the ballot as requested and one to verify aloud that the person marking the ballot is doing as requested.



Montana Election Judge Training

- Special Situations
 - **Assistance for Voters with Disabilities**
 - AutoMARK Voter Assist Terminal
 - Any voter may request to use the AutoMARK.
 - The AutoMARK must be available for voters with disabilities.
 - The AutoMARK includes
 - » Headphones for sight impaired voters.
 - » Braille keys for sight impaired voters.
 - » Ability to magnify print on ballot for sight impaired voters.
 - » Attachment for Sip and Puff device.



Montana Election Judge Training

- Special Situations
 - **Assistance for Voters with Disabilities**
 - AutoMARK Voter Assist Terminal
 - The Election Administrator will train the appropriate judges on the AutoMARK Voter Assist Terminal.
 - Detailed instructions on the AutoMARK can be found in the **Election Judge Handbook**.
 - **Get familiar with the equipment if you are a judge that will be working with it!**



Montana Election Judge Training

- Special Situations
 - **Assistance for Voters with Disabilities**
 - AutoMARK Voter Assist Terminal
 - See the **Election Judge Handbook** for detailed instructions on using the AutoMARK.
 - See the **“AutoMARK Troubleshooting Guide”** for suggestions when the machine does not appear to be functioning properly.
 - NOTE:** Chief judges or Polling Place Managers may want to have this Guide handy on Election Day.



Montana Election Judge Training

- Special Situations

- **Challenges**

- Any elector may challenge another elector's qualifications on election day.
 - Keep a record of all election day challenges on the form provided.
 - If requested, an **"Affidavit of Challenge"** should be provided to the elector offering the challenge.
 - Challenger's signature on Affidavit must be witnessed by an election judge.



Montana Election Judge Training

- Special Situations

- **Challenges (cont)**

- A challenge may be made on the grounds that the elector:
 - Is of unsound mind, as determined by a court.
 - Has been convicted of a felony and is currently serving a sentence in a penal institution.
 - Is not registered as required by law.
 - » Is not 18 years of age or older.
 - » Has not been a resident of the state for at least 30 days.
 - Is a provisionally registered elector whose status has not been changed to legally registered.



Montana Election Judge Training

- Special Situations

- **Challenges (cont)**

- Challenged individual should be provided with the **“Affidavit of Challenged Voter”** form.
 - If challenged individual swears under oath administered by an election judge that they are qualified to vote the **CHALLENGE IS RESOLVED IN FAVOR OF THE VOTER AND THEY ARE ALLOWED TO VOTE A REGULAR BALLOT.**
 - If challenged individual does not swear to his qualifications under oath, or if challenge is not able to be resolved in favor of the voter, **SEND TO PROVISIONAL JUDGE TO CAST PROVISIONAL BALLOT.**



Montana Election Judge Training

- Special Situations
 - **Natural Disasters, Health-Related Disasters, Electrical Outages and other Election Day Problems**
 - Notify Election Office immediately!
 - Follow county emergency protocol.
 - Have a list of emergency contacts handy.
 - Refer to **Election Disaster and Contingency Plan Polling Place Relocation Checklist** in **Election Judge Handbook**, if necessary.



Montana Election Judge Training

- Special Situations

- **Electioneering**

- No electioneering may occur within 100 feet of a polling place on Election Day.
 - Establish your polling place's 100 feet boundary as soon as possible on Election Day.
 - It may be necessary to request an individual to leave the polling place if they have on any attire or buttons that indicate support/opposition to any candidate or ballot issue that is being voted on.
 - See **Election Judge Handbook** for information about polling place conduct.



Montana Election Judge Training

- Special Situations
 - **Equipment Problems**
 - Make sure all equipment is set up and functioning properly before the polls open.
 - If equipment does not seem to be operating correctly, **call the Election Office immediately.**



Montana Election Judge Training

- Special Situations
 - **Equipment Problems (cont)**
 - **M100 Tabulator Problems**
 - **See M100 Troubleshooting Guide in Election Judge Handbook.**
 - **Note: Appropriate Election Judges may want to have this Guide handy on Election Day.**



Montana Election Judge Training

- Special Situations
 - **Equipment Problems (cont)**
 - **AutoMARK Problems**
 - **See AutoMARK Troubleshooting Guide in Election Judge Handbook.**
 - **Note: Appropriate Election Judges may want to have this Guide handy on Election Day.**



Montana Election Judge Training

- Special Situations

- Write-Ins

- A list of declared write-in candidates will be provided by the election administrator.
 - You should provide a copy of the list to an elector ONLY if they request it.
 - Your election administrator will advise you on the use of labels for write-in candidates.
 - Use of labels may vary depending on the type of equipment (if any) used.
 - An elector ALWAYS has the option to write in the name of a candidate of choice.



Montana Election Judge Training

- Special Situations

- Write Ins

- Counting write-ins

- All write-ins are counted if there is no candidate for that office, and if no one has filed a “Declaration of Intent for Write-in Candidate”.
 - No write-ins are counted if there is a candidate on the ballot, and no one has filed a “Declaration of Intent for Write-in Candidate”.
 - Write-ins are counted for any candidate who files a “Declaration of Intent for Write-in Candidate”.
 - See Election Judge Handbook section on counting write-in votes for detailed instructions.



Montana Election Judge Training

- Special Situations
 - **An Election Judge or Official should NOT**
 - If a Chief Election Judge, serve in a precinct where a voting system is used unless the judge has:
 - received the required instruction on the voting system(s).
 - is fully qualified to perform duties in connection with the system(s).
 - and has received a certificate to that effect from the election administrator.



Montana Election Judge Training

- **An Election Judge or Official should NOT**
 - deposit a ballot in the ballot box that does not contain the official stamp.
 - open or examine the folded ballot of an elector before putting the ballot in the ballot box.
 - look at any mark upon the ballot by the elector.



Montana Election Judge Training

- **An Election Judge or Official should NOT**
 - allow an individual other than the elector to be present at the marking of the ballot, unless the elector is disabled and chooses someone to provide assistance.
 - make a false statement in a certificate regarding affirmation.
 - turn away any voter from the polls.



Montana Election Judge Training

- **An Election Judge or Official should NOT**
 - Express their **opinions while in their official capacity** regarding any election subject.
 - If you do, you could be charged with **official misconduct or a misdemeanor.**



Montana Election Judge Training

- Summary
 - **CALL** the Election Administrator for assistance with polling place or tabulating issues.
 - **READ** the Election Judge Handbook.
 - **REVIEW** the polling place forms.
 - **HELP** each voter through the process of casting a ballot.
 - **DO NOT turn any voters away – the Help America Vote Act ensures that every individual may cast a regular or provisional ballot**



Montana Election Judge Training



Montana Secretary of State Linda McCulloch